
U.S. Department of State Records Schedule

Chapter 22: Public Affairs Records

Office of the Assistant Secretary

A-22-001-01 Assistant Secretary for Public Affairs - Correspondence Files

Description: Correspondence and other documentation reflecting the activities and duties of the Assistant Secretary in planning and operating the Public Affairs activities of the Department, including speaking engagements and press matters involving international events and organizations, other Government agencies, regional and functional bureaus, etc.

Disposition: Permanent. Retire to RSC when 5 years old. Transfer to National Archives when 20 years old.

DispAuthNo: NC1-059-80-19 **Date Edited:** 4/1/1999

A-22-001-02 Principal Deputy Assistant Secretary/Spokesman - Subject and Correspondence Files

Description: Faxes, e-mail, memoranda, press releases, meeting notes, talking points, briefing texts, news clippings, background and fact sheets, statements and speeches, copies of press briefings and other material accumulated by the Department Spokesman. Arranged by subject.

Disposition: Permanent. Retire to RSC when 3 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-95-27, item 1 **Date Edited:** 4/1/1999

A-22-001-03a Deputy Assistant Secretary for Public Affairs - Speech and Writings Files - Arranged by subject

Description: Background and reference material being used or to be used in drafting speeches for the Secretary of State, various versions of speeches for the Secretary, speech outlines, policy decisions to be used in the speeches, correspondence, and final versions of speeches.

a. Initial drafts, drafts with Secretary comments, input memorandums and correspondence, reading copy, and final text.

Disposition: Permanent. Retire to RSC 1 year after the end of tenure of Deputy Assistant Secretary or immediately after a change in Administration and transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-95-27, item 2a **Date Edited:** 4/1/1999

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A-22-001-03b	Deputy Assistant Secretary for Public Affairs - Speech and Writings Files - Arranged by subject
Description:	Background and reference material being used or to be used in drafting speeches for the Secretary of State, various versions of speeches for the Secretary, speech outlines, policy decisions to be used in the speeches, correspondence, and final versions of speeches. b. All other material.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-95-27, item 2b
Date Edited:	4/1/1999
A-22-001-04	Deputy Assistant Secretary for Public Affairs - Subject Files
Description:	Memorandums, reports, and correspondence relating to issues surrounding the compilation, declassification, and publication of the series Foreign Relations of the United States.
Disposition:	Permanent. Retire to RSC 1 year after the end of tenure of Deputy Assistant Secretary or immediately after a change in Administration and transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-95-27, item 3
Date Edited:	4/1/1999
A-22-001-05	Staff Assistant Files
Description:	S/S taskers and red borders, documentation bearing S/S numbers, copies of congressionals, e-mail, memoranda, chronological files, staff meeting notes, quarterly reports, management reports, policy and procedural files.
Disposition:	Permanent. Retire to RSC when 2 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-95-27, item 4
Date Edited:	4/1/1999
A-22-001-06	Press Guidance Package
Description:	Package of anticipated questions and answers prepared by the regional and functional bureaus for use by the Department Spokesman at the daily press briefings. Record copy provided by PA/PRESS.
Disposition:	Destroy when 6 months old
DispAuthNo:	N1-059-95-27, item 5
Date Edited:	4/1/1999

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A-22-001-07 Statements, Press Conferences, Speeches of Principals

Description: Statements, press conferences, and speeches made by Department Principals in S/S, D, P, E, T, M, and C. Maintained in notebooks in chronological order.

Disposition: Destroy when 1 year old

DispAuthNo: N1-059-95-27, item 6 **Date Edited:** 4/1/1999

A-22-001-08 White House Statements

Description: Faxed copies of White House statements on various subjects

Disposition: Destroy when 6 months old

DispAuthNo: N1-059-95-27, item 7 **Date Edited:** 4/1/1999

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Public Communications

A-22-002-01 Speech and Article Clearance Files

Description: Clearance files for State and Defense Department speeches, articles, statements before Congressional committees, press releases, photographs, manuscripts cleared for publication. Includes copies of cleared speeches, articles, related log books, etc.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-059-80-18

Date Edited: 4/1/1999

A-22-002-02 Public Affairs Mailing List Master

Description: This on-line series contain a listing of names of individuals and institutions worldwide receiving information disseminated by the Bureau of Public Affairs.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-059-83-4, item 29

Date Edited: 4/1/1999

A-22-002-03 Public Affairs Speaker Tracking Master

Description: This on-line series contain a listing of Department speakers on various topics, and enables the Bureau of Public Affairs to maintain an accounting of speaking engagements, sponsoring institutions, and speakers.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-059-83-4, item 30

Date Edited: 4/1/1999

A-22-002-04a(1) PA Major Publications Series

Description: Consists of publications containing major speeches and other statements by Department Principals, special reports providing background data and analyses, summaries, background information on countries, maps, charts, tables and other documents, pamphlets, bulletins, booklets on major foreign policy and international issues distributed to the public. The following series are included or have been at one time: Current Policy, Special Reports, GISTS, Bulletin, Background Notes, Public Information Series, Selected Documents, Regional Briefs, Foreign Affairs Notes, Atlas, Update From State and Dispatch. (Note: If new series are begun, they are also covered.)

a. Publications dating from 1991.

(1) One copy of each publication in each series and all subsequent issues.

Disposition: Permanent. Cut off at the end of the calendar year and retire to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-059-92-11, item 1b(1)

Date Edited: 4/1/1999

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A-22-002-04a(2) PA Major Publications Series

Description: Consists of publications containing major speeches and other statements by Department Principals, special reports providing background data and analyses, summaries, background information on countries, maps, charts, tables and other documents, pamphlets, bulletins, booklets on major foreign policy and international issues distributed to the public. The following series are included or have been at one time: Current Policy, Special Reports, GISTS, Bulletin, Background Notes, Public Information Series, Selected Documents, Regional Briefs, Foreign Affairs Notes, Atlas, Update From State, and Dispatch. (Note: If new series are begun, they are also covered.)

a. Publications dating from 1991.

(2) All other copies.

Disposition: Destroy when no longer needed for distribution or when superseded.

DispAuthNo: N1-059-92-11, item 1b(2)

Date Edited: 4/1/1999

A-22-002-05 Red Border File

Description: S/S originated taskers--congressionals and other correspondence

Disposition: Destroy when 2 years old

DispAuthNo: N1-059-95-25, item 1

Date Edited: 4/1/1999

A-22-002-06 Correspondence Statistics File

Description: Daily, weekly, and monthly office work statistics, e.g. number of daily phone calls received and amount of mail opened and responded to.

Disposition: Destroy when 6 months old.

DispAuthNo: N1-059-95-25, item 2

Date Edited: 4/1/1999

A-22-002-07 US Foreign Policy on CD-ROM (USFAC)

Description: A compact, fully searchable foreign policy library offering key documents from 1990 to present. Contains speeches, testimony, publications such as Background Notes and Dispatch Magazine, congressional reports provided on the Department World Wide Web on the Internet (<http://www.state.gov>). Published quarterly and each issue is accumulative. This information is also provided in hard copy under PA Major Publications Series which is designated as permanent material. See item 220204.

Disposition: Destroy when superseded.

DispAuthNo: N1-059-97-11, item 1

Date Edited: 4/1/1999

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Press Relations

A-22-003-01	Background and Special Briefings by Senior Officers of the Department, including Assistant Secretaries - Arranged in chronological order
Description:	Printed texts of special briefings held to elaborate on topics and issues of special interest or on a specified subject or topic. These briefings are given on a background or on-the-record basis.
Disposition:	Permanent. Retire to RSC when 5 years old for immediate transfer to the National Archives.
DispAuthNo:	N1-059-95-24, item 1 Date Edited: 4/1/1999
A-22-003-02	Press Guidance Used for Daily Briefings
Description:	Package of anticipated questions and suggested answers prepared by the regional and functional bureaus for use by the Department Spokesman at the daily press briefings. Package is arranged by region and country and is covered by an index sheet. Package is distributed throughout PA and the Department, USUN, Department of Defense, White House, and USIA.
Disposition:	Permanent. Retire to RSC when 12 months old. Transfer to the National Archives when 5 years old.
DispAuthNo:	N1-059-95-24, item 2 Date Edited: 4/1/1999
A-22-003-03a	Daily Press Briefings and Posted Questions - Printed text of daily noon sessions between the Department of State Spokesperson and the Press along with Taken Questions. Format is question and answer - Arranged chronologically
Description:	a. Bound Volumes (Record Set). Contains original transcript and any posted questions there may have been.
Disposition:	Permanent. Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.
DispAuthNo:	N1-059-91-26, item 1a Date Edited: 4/1/1999
A-22-003-03b	Daily Press Briefings and Posted Questions - Printed text of daily noon sessions between the Department of State Spokesperson and the press along with Taken Questions. Format is question and answer - Arranged chronologically
Description:	b. All other copies.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-91-26, item 1b Date Edited: 4/1/1999

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A-22-003-04a	Statements Issued by the Department (formerly Press Releases) - Arranged in chronological order		
Description:	Printed statements on various subjects issued by the Department, including texts of the Secretary of State and seventh floor Principals press conferences and speeches as released to the press. These are either as prepared for delivery or as delivered. Other types of information released include biographic data on Ambassadors and other high level officials, prepared statements for Congressional testimony and notices to the press.		
	a. Record Set (no longer bound)		
Disposition:	Permanent. Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.		
DispAuthNo:	N1-059-95-24, item 3	Date Edited:	4/1/1999
A-22-003-04b	Statements Issued by the Department (formerly Press Releases) - Arranged in chronological order		
Description:	Printed statements on various subjects issued by the Department, including texts of the Secretary of State and seventh floor Principals press conferences and speeches as released to the press. These are either as prepared for delivery or as delivered. Other types of information released include biographic data on Ambassadors and other high level officials, prepared statements for Congressional testimony and notices to the press.		
	b. All other copies.		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	N1-059-95-24, item 3b	Date Edited:	4/1/1999
A-22-003-05	Press Materials from Secretary Trips - Arranged chronologically by trip		
Description:	Documentation covering the Secretary trips. Included are transcripts of all on the record and background briefings given to the press on the Secretary plane and at stops. Also included are announcements, schedules, itineraries and lists.		
Disposition:	Permanent. Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.		
DispAuthNo:	N1-059-91-26, item 4	Date Edited:	4/1/1999

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A-22-003-06a	Computer Files
Description:	a. Tracking system. Comprised of tasking list of questions from PA/PRESS to regional bureaus. These are the questions used to generate item 220302, Press Guidance Used for Daily Briefings
Disposition:	Delete information when no longer needed.
DispAuthNo:	N1-059-95-24, item 4a
Date Edited:	4/1/1999
A-22-003-06b	Computer Files
Description:	b. Index to Press Guidance.
Disposition:	Delete after it is printed and copied and made a part of item 220302.
DispAuthNo:	N1-059-95-24, item 4b
Date Edited:	4/1/1999
A-22-003-07	Verbatim Transcripts of TV News Reports on Foreign Policy Items
Description:	Verbatim transcripts on foreign policy items on the evening news (TV). Provided on a daily basis by a contractor.
Disposition:	Destroy after distribution throughout the Department and they are no longer needed.
DispAuthNo:	N1-059-95-24, item 5
Date Edited:	12/6/2010
A-22-003-08	News Clippings on Foreign Policy Items
Description:	Articles clipped from various newspapers and news magazines
Disposition:	Destroy after distribution throughout the Department and when no longer needed.
DispAuthNo:	N1-059-95-24, item 6
Date Edited:	4/1/1999
A-22-003-09	Transcripts of Secretary of State Interviews Arranged by PA/PRESS - Arranged in chronological order
Description:	Printed transcripts of one-on-one interviews, arranged by PA/PRESS, of the Secretary of State with individual journalists or groups of journalists. Included are Briefing Memoranda to the Secretary outlining the requests and Action Memoranda delineating logistics of approved requests.
Disposition:	Permanent. Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.
DispAuthNo:	N1-059-95-24, item 7
Date Edited:	4/1/1999

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A-22-003-10 Media Correspondents Records

Description: A working file. Originals sent to Diplomatic Security. Copies of forms, letters and other correspondence relating to building passes for all correspondents (TV., radio, magazine, etc.) desiring access to the Department of State. Arranged in alphabetical order by name of correspondent.

Disposition: Destroy when no longer needed for operations.

DispAuthNo: N1-059-95-24, item 8 **Date Edited:** 4/1/1999

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Office of Public Program

A-22-004-01a Executive and Scholar Diplomat Seminar Files

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

a. Seminar Application File. Consists of applications and other correspondence on future seminars. Arranged by Regional Bureaus hosting seminar and then by date of the seminar.

Disposition: Destroy two years after seminar.

DispAuthNo: NC1-059-84-6, item 1a

Date Edited: 4/1/1999

A-22-004-01b Executive and Scholar Diplomat Seminar Files

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

b. Seminar Subject File. Correspondence, reports, news and media articles, schedules, information on speakers, contacts, etc. which are of a general nature and do not belong to any specific seminar.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-059-84-6, item 1b

Date Edited: 4/1/1999

A-22-004-01c Executive and Scholar Diplomat Seminar Files

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

c. Seminar Documentation Master File. Master file of all seminars kept in a notebook binder. For each seminar, documentation includes a program, list of participants, host officer list and picture.

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-059-84-6, item 1c

Date Edited: 4/1/1999

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A-22-004-01d Executive and Scholar Diplomat Seminar Files

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

d. Seminar Files. Consist of correspondence, list of participants, speakers, biographic data, schedules, room reservations, etc. Completed seminar files are kept in file cabinet arranged by date. pending ones are kept by case officers on their desks. This file contains more information on seminars than is retained in Master File.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-059-84-6, item 1d

Date Edited: 4/1/1999

A-22-004-01e Executive and Scholar Diplomat Seminar Files

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

e. University File. Duplicate of information on individuals who attended Scholar Diplomat seminars. Files arranged chronologically by university and used primarily for research on university participation in Scholar Diplomat program.

Disposition: Destroy when no longer needed for research and reference.

DispAuthNo: NC1-059-84-6, item 1e

Date Edited: 4/1/1999

A-22-004-02 Special Briefing Files

Description: Consists of correspondence, applications, program evaluation reports, speaker information, biographic data, room reservations, etc. and other documentation created in providing special briefings to a wide spectrum of groups, ranging from top leadership groups to high school students.

Disposition: Destroy 2 years after briefing.

DispAuthNo: NC1-059-84-6, item 2

Date Edited: 4/1/1999

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A-22-004-03a	National Conference Files		
Description:	a. Correspondence, program, evaluation reports, speaker information, etc. created in arranging national conferences with opinion leaders from non-governmental organizations, business and labor, the media, state and local government and other private sector areas.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NC1-059-84-6, item 3a	Date Edited:	4/1/1999
A-22-004-03b	National Conference Files		
Description:	b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.		
Disposition:	Destroy when 25 years old.		
DispAuthNo:	NC1-059-84-6, item 3b	Date Edited:	4/1/1999
A-22-004-04	Scholar and Diplomat Card File		
Description:	A control card file used along with seminar applications file. Cards contain names of all scholar and diplomat scholars and serves as a research tool.		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	NC1-059-84-6, item 4	Date Edited:	4/1/1999
A-22-004-05	Front Office Subject File		
Description:	Consist of general office material and information not pertaining to a specific seminar.		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	NC1-059-84-6, item 5	Date Edited:	4/1/1999
A-22-004-06	Chronological File		
Description:	Contains copies of all outgoing communications from all three Divisions without regard to subject. The communications in this file are copies of those filed elsewhere by subject or event.		
Disposition:	Destroy when 1 year old or when no longer needed.		
DispAuthNo:	NC1-059-84-6. item 6	Date Edited:	4/1/1999

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A-22-004-07	Speaking Engagement Files
Description:	Correspondence and documentation created in coordinating speaking and media engagements throughout the country between Department officials and sponsoring organizations. Consist of correspondence, forms, invitations, travel arrangement and itinerary, biographic sketches, evaluation reports and newspaper clippings.
Disposition:	Destroy 2 years after speaking engagement.
DispAuthNo:	NC1-059-84-6, item 7
Date Edited:	4/1/1999
A-22-004-08	Speakers Biographic File
Description:	Case files consisting of biographic information and pictures of Department officials who have at one time or another participated in speaking engagements.
Disposition:	Retain until officer has left Government or is deceased.
DispAuthNo:	NC1-059-84-6, item 8
Date Edited:	4/1/1999
A-22-004-09a	Regional Conference Files
Description:	a. Correspondence and documentation created in coordinating foreign policy conferences in major American cities involving Departmental officers and local co-sponsors.
Disposition:	Destroy 2 years after conference.
DispAuthNo:	NC1-059-84-6, item 9a
Date Edited:	4/1/1999
A-22-004-09b	Regional Conference Files
Description:	b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.
Disposition:	Destroy when 25 years old.
DispAuthNo:	NC1-059-84-6, item 9b
Date Edited:	4/1/1999
A-22-004-10	Regional Programs Subject File
Description:	Letters, reports, memoranda and correspondence of a general nature, i.e. not pertaining to any specific engagement or conference.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-059-84-6, item 10
Date Edited:	4/1/1999

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A-22-004-11	Speaking and Media Engagement File for the Secretary		
Description:	Consists of correspondence and documentation created in the coordination of speaking and media engagements for the Secretary of State. Consist of action and briefing memoranda, Congressional correspondence, etc.		
Disposition:	Destroy 2 years after term of office has ended.		
DispAuthNo:	NC1-059-84-6, item 11	Date Edited:	4/1/1999

A-22-004-12	Speaking and Media Engagements File for the Deputy and Under Secretaries		
Description:	Consists of correspondence and documentation created in the coordination of speaking and media engagements for the Deputy Secretary and Under Secretaries. Consist of correspondence, action and briefing memoranda, etc.		
Disposition:	Destroy 2 years after term of office has ended.		
DispAuthNo:	NC1-059-84-6, item 12	Date Edited:	4/1/1999

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Office of the Historian

A-22-005-01a	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States		
Description:	a. Clearance File Copies of: correspondence with other agencies; communications with foreign governments; declassification decisions; un-redacted copies of documents published with excisions; draft summaries and press releases with clearance actions; tables of contents; lists of documents in the volume, including sources and other identifying information; documents to be declassified; and other printouts from the volumes document database. Arranged by sub-series and volume.		
Disposition:	Permanent. Retire to RSC 1 year after publication of the last volume in sub-series. Transfer to NARA when 25 years old. (Supersedes N1-059-94-15, item 1a).		
DispAuthNo:	N1-059-10-1, item 1a	Date Edited:	5/5/2011
A-22-005-01b	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States		
Description:	b. Master Manuscript File Compilations of documents selected for publication in a particular Foreign Relations volume.		
Disposition:	Temporary. Destroy 1 year after the volume is published. (Supersedes N1-059-94-15, item 1b).		
DispAuthNo:	N1-059-10-1, item 1b	Date Edited:	5/5/2011
A-22-005-01c	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States		
Description:	c. Backup File Copies of documents collected during the research process but not selected for publication in a Foreign Relations volume.		
Disposition:	Temporary. Destroy upon publication of the volume.		
DispAuthNo:	N1-059-10-1, item 1c	Date Edited:	5/5/2011

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A-22-005-01d	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States		
Description:	d. Published Volumes Master set of volumes.		
Disposition:	Permanent. Transfer one copy of each volume directly to the National Archives at the end of each calendar year in which published. (Supersedes N1-059-94-15, item 1c(1)).		
DispAuthNo:	N1-059-10-1, item 1d	Date Edited:	5/5/2011
A-22-005-01e	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States		
Description:	e. Published Volumes All other copies.		
Disposition:	Temporary. Destroy when no longer needed after authorized distribution is made. (Supersedes N1-59-94-15, item 1c(2)).		
DispAuthNo:	N1-059-10-1, item 1e	Date Edited:	5/5/2011
A-22-005-01f	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States		
Description:	f. Document Database Electronic database recording information about every document in the volume, including declassification action on each document in the volume.		
Disposition:	Temporary. Records can be destroyed after all volumes for the presidential administration covered by the dates of the volume have been published and all declassification actions for documents in the volume have been entered electronically into the FREEDOMS database or its successor. (Supersedes N1-59-94-15, item 1d(2)).		
DispAuthNo:	N1-059-10-1, item 1f	Date Edited:	5/5/2011

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A-22-005-02 Database of Principal Officers and U.S. Chiefs of Mission

Description: Database covering the history of the appointment, nominations, and designations of the Principal Officers of the Department and U.S. Chiefs of Mission. Since 2006, the Principal Officers and U.S. Chiefs of Mission lists have only been maintained in electronic form.

Disposition: Permanent. Transfer database snapshot to NARA upon approval of this schedule and thereafter create database snapshot every 5 years and transfer to NARA. Records to be transferred to NARA in accordance with the regulations relating to the transfer of electronic records and guidance in effect at the time of transfer. (Supersedes N1-059-94-15, item 3b(1)).

DispAuthNo: N1-059-10-1, item 2 **Date Edited:** 5/5/2011

A-22-005-03 Countries Database

Description: The Countries database contains the history of U.S. Recognition, Diplomatic, and Consular Relations by country and provides historical reference information on aspects of the United States' relations with the countries of the world. The central component is a guide to matters of diplomatic recognition and the establishment and maintenance of diplomatic relations between the United States and states of the world, from 1776 to the present.

Disposition: Permanent. Transfer database snapshot to NARA upon approval of this schedule and thereafter create database snapshot every 5 years and transfer to NARA. Records to be transferred to NARA in accordance with the regulations relating to the transfer of electronic records and guidance in effect at the time of transfer.

DispAuthNo: N1-059-10-1, item 3 **Date Edited:** 5/5/2011

A-22-005-04 Research Projects File

Description: Publications resulting from original research done by PA/HO at the request of the Secretary of State, other Department officials, and the White House on a wide range of subjects, or generated on the initiative of the Office for public consumption.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to NARA when 25 years old in 5 year intervals. (Supersedes N1-59-94-15, item 4).

DispAuthNo: N1-059-10-1, item 4 **Date Edited:** 5/5/2011

A-22-005-05 Educational Resources

Description: Audio-visual, written, and other material prepared for distribution to educators.

Disposition: Permanent. Transfer to NARA in 5 year blocks when most recent records are 2 years old.

DispAuthNo: N1-059-10-1, item 5 **Date Edited:** 5/5/2011

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A-22-005-06a	Advisory Committee on Historical Diplomatic Documentation File		
Description:	a. Program File Briefing memoranda, correspondence, agendas, memoranda, memoranda of understanding, minutes, press releases, reports and other papers and documents relating to the establishment and activities, including the charter, determinations for closed meetings, inter- and intra-departmental communications involving the committee, communications between the Department and members of the committee, and written materials and reports considered and/or issued by the committee.		
Disposition:	Permanent. Retire to RSC when 2 years old. Transfer to NARA when 25 years old. (Supersedes N1-59-94-15, item 5a).		
DispAuthNo:	N1-059-10-1, item 6a	Date Edited:	5/5/2011
A-22-005-06b	Advisory Committee on Historical Diplomatic Documentation File		
Description:	b. Administrative File Documents relating to arrangements for committee meetings, biographical information on committee members, budget, reimbursement, travel, and other administrative activities of the committee.		
Disposition:	Temporary. Destroy when 5 years old. (Supersedes N1-59-94-15, item 5b)		
DispAuthNo:	N1-059-10-1, item 6b	Date Edited:	5/5/2011
A-22-005-07	Diplomatic and Consular Cards File		
Description:	Consular officers' assignments and biographic information. Arranged alphabetically by name of post.		
Disposition:	Permanent. Transfer to NARA immediately upon completion of scanning project, but no later than December 31, 2012. (Supersedes N1-59-94-15, item 6).		
DispAuthNo:	N1-059-10-1, item 7	Date Edited:	5/5/2011

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A-22-005-08 Historian Program File

Description: Records accumulated by the office that serve as unique documentation of historical programs and functions. Documents relate to internal policies, procedures, guidelines, strategic planning, user surveys, or other instructional material that deal with office's publications, historical studies, and outreach and a wide range of subjects such as preservation of historical records, historical inquiries, declassification policy, and records policy.

Disposition: Permanent. Cut off at the end of each calendar year. Retire to RSC after 3 years. Transfer to NARA when 25 years old. (Supersedes N1-59-94-15, item 10).

DispAuthNo: N1-059-10-1, item 8

Date Edited: 5/5/2011

A-22-005-09 History Reference File

Description: Extra copies of material accumulated by the office that serves as a unique historical research resource on U.S. foreign relations and foreign policy history, historical inquiries and studies, and preservation of historical records. Consists of articles from magazines and newspapers, documents, notes, papers, publications, and telegrams. Arranged alphabetically by subject. Blocked by series and volume.

Disposition: Temporary. Destroy when no longer needed for reference purposes.

DispAuthNo: N1-059-94-15, item 12

Date Edited: 4/1/1999

A-22-005-10 Declassification Policy Issues Files

Description: File of unique reference material relating to declassification issues. Arranged by subject.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: N1-059-94-15, item 13

Date Edited: 4/1/1999

A-22-005-11 Special Publications File

Description: Records related to large, one-time special projects undertaken with other foreign ministries or on the initiative of the office. Memoranda, correspondence, memoranda of understanding, reports, notes, background information, minutes of meetings, and other material.

Disposition: Permanent. Cut off at the end of calendar year in which project completed. Retire to RSC when no longer needed. Transfer to NARA when 25 years old.

DispAuthNo: N1-059-10-1, item 11

Date Edited: 5/5/2011

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A-22-005-12 Office of the Historian Public Website

Description: Website content and all related web management and operations records. Web content consists of duplicate information maintained in other Office of the Historian recordkeeping systems and covered by other items of the PA/HO schedule.

Disposition: Temporary. Delete/destroy when superseded, obsolete, or no longer needed for the conduct of business.

DispAuthNo: N1-059-10-1, item 12

Date Edited: 5/5/2011

A-22-005-13 Working Files

Description: Extra copies of documentation collected and maintained in the preparation of office publications and research projects.

Disposition: Temporary. Destroy 3 years after publication of related volume or completion of related research project. (Supersedes N1-059-94-15, item 14).

DispAuthNo: N1-059-10-1, item 13

Date Edited: 5/9/2011

A-22-005-14 Historian's Mailbox

Description: E-mail messages which have minimal or no documentary or evidential value. Included are routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.

Disposition: Temporary. Delete/destroy when 6 months old.

DispAuthNo: GRS 23, item 7

Date Edited: 5/5/2011

A-22-005-15 Administrative File

Description: Records accumulated by the office that relate to the internal administrative or housekeeping activities of the office. These records relate to office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and the use of office space and utilities. It includes copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels).

Disposition: Temporary. Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1

Date Edited: 5/5/2011

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Office of Public and Intergovernmental Liaison

A-22-006-01 Speakers Biographic File

Description: Biographical information and/or pictures of Department officials who have at one time or another participated in speaking engagements. Arranged in alphabetical order by name.

Disposition: Destroy when officer has left Government or is deceased or sooner if no longer needed.

DispAuthNo: N1-059-95-26, item 1 **Date Edited:** 12/6/2010

A-22-006-02 Principals and Ambassadors Biographic File

Description: Biographic information and pictures of Department Principals and Ambassadors participating in speaking engagements. Arranged in alphabetical order by name.

Disposition: Transfer to PA/HO when no longer needed.

DispAuthNo: N1-059-95-26, item 2 **Date Edited:** 4/1/1999

A-22-006-03 Speaking Requests/Engagements Files

Description: Memoranda requesting clearances for speaking engagements for Department Principals (arranged by name of Principal)

Disposition: Destroy when 4 years old or when there is a change in Administration.

DispAuthNo: N1-059-95-26, item 3 **Date Edited:** 4/1/1999

A-22-006-04a Speaker Travel Files

Description: a. Paper Files. An accounting of billing and payment for travel expenses of Department speakers. Item b contains the same information.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-059-95-26, item 4a **Date Edited:** 4/1/1999

A-22-006-04b Speaker Travel Files

Description: b. Computer file (formerly Public Affairs Speaker Tracking Master). On-line tracking system containing a listing of Department speakers on various topics. Enables the bureau to maintain an accounting of speaking engagements, sponsoring institutions, speakers, and billing and payment information for travel.

Disposition: Destroy when active agency use ceases.

DispAuthNo: N1-059-95-26, item 4b **Date Edited:** 4/1/1999

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A-22-006-05	Speaking Engagements Chronological File
Description:	Chronological file containing copies of all outgoing correspondence related to speaking engagements. The communications in this file are copies of those filed elsewhere by subject or event. This file is shared by the Washington Programs Division and the Regional Programs Division.
Disposition:	Destroy when 1 year old or when no longer needed.
DispAuthNo:	N1-059-95-26, item 5 Date Edited: 4/1/1999
A-22-006-06	Principal Coordinator Files for the Secretary of State (formerly Speaking and Media Engagements Files for the Secretary)
Description:	Correspondence and documentation created in the coordination of speaking and media engagements for the Secretary of State. Consist of action and briefing memoranda, congressional correspondence, etc.
Disposition:	Destroy after term of office has ended.
DispAuthNo:	N1-059-95-26, item 6 Date Edited: 4/1/1999
A-22-006-07	Speaking and Media Engagement Files for the Principals of the Department
Description:	Arranged by name of Principal or the office. Correspondence and documentation created in the coordination of speaking and media engagements for the Deputy Secretary, Under Secretaries and other Principals of the Department.
Disposition:	Destroy after term of office has ended.
DispAuthNo:	N1-059-95-26, item 7 Date Edited: 4/1/1999
A-22-006-08a	Regional Town Meetings (formerly Regional Conference Files)
Description:	a. Correspondence and documentation created in coordinating foreign policy conferences in major American cities involving Departmental officers and local co-sponsors.
Disposition:	Destroy 2 years after conference.
DispAuthNo:	N1-059-95-26, item 8a Date Edited: 4/1/1999
A-22-006-08b	Regional Town Meetings (formerly Regional Conference Files)
Description:	b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.
Disposition:	Destroy when 25 years old.
DispAuthNo:	N1-059-95-26, item 8b Date Edited: 4/1/1999

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A-22-006-09	Subject Files - Arranged in alphabetical order by subject
Description:	E-mail, action/briefing memoranda, interviews, newspaper articles, business and trade information, correspondence and other documentation promoting Department relations with state and local governors, mayors, and state legislators.
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-059-95-26, item 9
Date Edited:	4/1/1999
A-22-006-10	State Legislation Files - Arranged alphabetically by State
Description:	Copies of State legislation and related correspondence.
Disposition:	Destroy when superseded.
DispAuthNo:	N1-059-95-26, item 10
Date Edited:	4/1/1999
A-22-006-11	Bureau of International Exhibitions Files - Arranged by exhibition and date
Description:	Memoranda, background information, exhibition legislation and regulations, history of exhibitions, copies of contracts and correspondence pertaining to.
Disposition:	Destroy 4 years after the exhibition.
DispAuthNo:	N1-059-95-26, item 11
Date Edited:	4/1/1999
A-22-006-12	IGA Chronological Files
Description:	Incoming and outgoing correspondence which is not duplicated elsewhere.
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-059-95-26, item 12
Date Edited:	4/1/1999
A-22-006-13	Overseas Missions Files - Arranged chronologically and by organization
Description:	Correspondence, cables, memoranda, facsimiles, itineraries, meeting agendas and other documentation accumulated while assisting IGAs with state trade missions abroad.
Disposition:	Destroy 2 years after mission.
DispAuthNo:	N1-059-95-26, item 13
Date Edited:	4/1/1999
A-22-006-14	Program Files - Arranged chronologically
Description:	Meeting agendas, biographical information, guests lists, e-mail, and other documentation accumulated while arranging Departmental briefings for IGAs.
Disposition:	Destroy when 4 years old.
DispAuthNo:	N1-059-95-26, item 14
Date Edited:	4/1/1999

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A-22-006-15 Meetings with State and Local Governments - Arranged chronologically

Description: Meeting agendas, contacts lists, rosters, correspondence, briefing memoranda conveying speaking instructions, acceptance lists, foreign policy briefing information, meeting reports and other documentation accumulated while assisting State and local governments with export and investment activities.

Disposition: Destroy when 4 years old.

DispAuthNo: N1-059-95-26, item 15

Date Edited: 4/1/1999

A-22-006-16 Intergovernmental Associations Files (IGAs) - Arranged alphabetically by organization

Description: Publications, news releases, briefing material, newspaper articles/clippings, membership rosters, memoranda, membership directories.

Disposition: Destroy information when superseded.

DispAuthNo: N1-059-95-26, item 16

Date Edited: 4/1/1999

A-22-006-17 States Files - Arranged alphabetically by State

Description: Biographic information on State governors and mayors, facsimiles, letters, memoranda, meeting reports, information kits, copies of congressionals, State booklets, copies of agreements and other documents related to States.

Disposition: Destroy information when superseded.

DispAuthNo: N1-059-95-26, item 17

Date Edited: 4/1/1999

Rapid Response Unit

A-22-007-01 Media Matrix (MM)

Description: Media Matrix (MM) is an internal State Department database that provides a source of information on country media environments (TV, print, radio, and Internet websites). The data is used by the Department to target and shape informational products and services. The database is populated by Information Specialists at U.S. embassies and in the Bureau of Public Affairs who update information on existing media outlets on a recurring basis. The matrix was launched in June 2005.

Disposition: TEMPORARY. Cut off when media outlet no longer exists. Destroy/delete 3 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-09-23

Date Edited: 1/26/2010

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Office of Digital Engagement

A-22-008-01 State Department Public Website (www.state.gov)

Description: The state.gov website is intended to inform the American public of international relations and the work of the U.S. Department of State. It is a collection of linked electronic pages and databases including video, audio, etc. The site is managed by the Office of Electronic Information, Bureau of Public Affairs, who receives data from department bureaus and appropriate agencies multiple times a day 24/7 for publication on the website. The website contains U.S. foreign policy and information about the Department per presidential administration.

Primary customers are the general public searching for information about foreign policy and the State Department, as well as general information on foreign countries and travel/services information. Another influential external customer is the press, who relies upon state.gov for daily press briefings and all other press releases and conveys critical news to the public. Internal customers include 60 bureaus/offices that depend on Public Affairs to review and edit content, develop websites/pages, and post content.

Disposition: See subitems for specific dispositions

DispAuthNo: N/A

Date Edited: 9/8/2010

A-22-008-01a State Department Public Website (www.state.gov)

Description: a. Web content consists of State web pages that contain duplicate information maintained in other department recordkeeping systems.

Disposition: TEMPORARY. Delete these pages as they are superseded or are no longer needed for reference.

DispAuthNo: N1-059-09-4, item 1a

Date Edited: 9/8/2010

A-22-008-01b State Department Public Website (www.state.gov)

Description: b. DipNote Blog Page. Contains information (textual, audio, video) intended to give the public a chance to become active participants in a community focused on world issues. It allows on-line questions and discussion, offers a behind the scene look at the Department, and an official forum for exchanging ideas. Department employees are also invited to tell their stories and share their experiences.

Disposition: PERMANENT. Cutoff and transfer to the National Archives at the end of each calendar year. Initial transfer in 2011 will include the 2010 postings and archived blog postings for 2007-2009. All subsequent yearly transfers will only include postings from the previous calendar year. Records to be transferred to NARA in accordance with the regulations relating to the transfer of electronic records and guidance for web records in effect at the time of transfer.

DispAuthNo: N1-059-09-4, item 1b

Date Edited: 9/8/2010

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A-22-008-01c	State Department Public Website (www.state.gov)
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Description:	c. Archive File contains full copy of web content taken at the end of presidential administrations and captured/archived by PA/EI. These archives will remain as live, accessible websites for perpetuity, and can be accessed from the current sites. Covers the period 1989 to present.
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Disposition:	PERMANENT. Cutoff and retain snapshot of content at the end of each presidential administration. Transfer records to the National Archives upon completion of a four year administration or upon completion of an eight year administration if a president is reelected. Transfer is to be completed in accordance with NARA regulations and guidance on web records in effect at the time of transfer.
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DispAuthNo:	N1-059-09-4, item 1c	Date Edited:	9/8/2010
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A-22-008-02	Website Management and Operations Records
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Description:	Files consist of documents created or received in the development, design, implementation, operations, and maintenance of the State Public Website.
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Disposition:	TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy/delete 1 year after cutoff.
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DispAuthNo:	N1-059-09-4, item 2	Date Edited:	9/8/2010
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U.S. Diplomacy Center

A-22-009-01 Program Files

Description: Memorandums, mission statements, correspondence, and copies of documents used by the director and program officers consistent with operating needs. Also may contain substantive annotations or comments that add to proper understanding of the formulation and execution of policies, actions or responsibilities.

Disposition: TEMPORARY. Destroy when 25 years old, or when superseded.

DispAuthNo: DAA-0059-2011-0007-0001 **Date Edited:** 7/10/2013

A-22-009-02a Curatorial Records

Description: a. Exhibition Files

Concept development files, texts, outreach efforts associated with the exhibit.

Disposition: Destroy 5 years after exhibit is closed.

DispAuthNo: DAA-0059-2011-0007-0003 **Date Edited:** 7/10/2013

A-22-009-02b(1) Curatorial Records

Description: b. Collections

(1) Artifacts case files - Case files of artifacts held in the exhibit hall, travelling exhibits, web exhibits, the project for exhibit renovation and all acquisitions contained therein. Contains memos, contracts, statements of ownership, deeded gifts, photos, e-mail, correspondence, documentation of in-coming and out-going loans, and accession files (filed by year of accession).

Disposition: TEMPORARY. Retain files in work area or retire to Records Service Center for as long as needed for provenance purposes. Destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

DispAuthNo: DAA-0059-2011-0007-0004 **Date Edited:** 7/10/2013

A-22-009-02b(2) Curatorial Records

Description: (2) Artifacts Database

Contains information on artifacts in the Diplomacy Center's collection, including the donor, the artifacts history, pictures, condition reports, and other related documents.

Disposition: TEMPORARY. Delete when no longer needed

DispAuthNo: DAA-0059-2011-0007-0005 **Date Edited:** 7/10/2013

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A-22-009-03a	Development Records
Description:	Description: Feasibility studies, internal memorandums, clearances of donors, donor documents, deeded gifts, statements of ownership, photos, e-mail, correspondence, accession files (filed by year of accession) on artifacts, the donor, historic pictures, condition reports, and related documents. Also contains reference and research material. a. Paper copy
Disposition:	TEMPORARY. Delete when no longer needed.
DispAuthNo:	DAA-0059-2011-0007-0006 Date Edited: 7/10/2013
A-22-009-03b	Development Records
Description:	b. Development database (reference copies for information found in paper files)
Disposition:	TEMPORARY. Delete when no longer needed.
DispAuthNo:	DAA-0059-2011-0007-0007 Date Edited: 7/10/2013
A-22-009-04	Educational Outreach Program Files
Description:	Files contain materials related to the development of programs to teach students why diplomacy matters. Many programs are experimental connecting students around the globe. Includes interactive workshops, exhibition guides and lesson plans for exhibits, diplomatic conferences, and diplomatic simulations. The programs make use of archival materials and artifacts from the collections, and multimedia products to engage audiences. Web-based materials are used to reach students and teachers, as are printed materials, on-site tours, and lectures. Education programs are keyed to the National Standards of Learning.
Disposition:	TEMPORARY. Destroy 1 year after program has ended.
DispAuthNo:	DAA-0059-2011-0007-0002 Date Edited: 7/10/2013

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A-22-009-05

Office Administrative Files

Description: Records accumulated by the office that relate to the internal administration or housekeeping activities of the office rather than for the functions for which the office exists. In general these records include office organization and staffing, procedures, and communications, including facsimile logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Disposition: TEMPORARY. Cutoff at end of calendar or fiscal year. Destroy when 2 years old.

DispAuthNo: GRS 23, item 1

Date Edited: 7/10/2013
